

FBIS-6467-88
3 November 1988

23-1-88
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MEMORANDUM FOR: Director, OIT

VIA: [redacted]
Chief, Information Handling Panel

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FROM: [redacted]
Chief, Administrative Staff, FBIS

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SUBJECT: Commendation - [redacted]

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1. I want to express our sincere appreciation to [redacted] for his capable and conscientious assistance to the Records Branch of FBIS. [redacted] was assigned to help out on a temporary basis at the end of April of this year and wound up staying with our Registry until the end of September. During his assignment, the Registry was shorthanded by two full-time vacancies and [redacted] energetic and friendly personality and willing support readily won the confidence of office personnel. He quickly became familiar with the duties of the Branch and his knowledge of pouching procedures was invaluable to the staff during the busy summer season. His performance, enthusiastic attitude, and general behavior were commendable and highly appreciated. [redacted]

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2. I would look forward to working with [redacted] again in the future. Please be sure a copy of this correspondence is placed in his official records. [redacted]

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cc: [redacted]

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Distribution:

Original - Addressee

1 - MZI Panel

1 - [redacted]

1 - FBIS/Pers

2 - AS/Chrono

1 - FBIS Registry

IMO/AS/FBIS/DS&T/ [redacted] 1 Nov 88

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